

	CONSTRUCTION PROJECT SUPERVISOR	<p style="text-align: right;">Classified Position</p> <p>Initial Date: March 14, 2017 Board Approval: March 21, 2017 Revision Date: Range: MHELA Reports to: Director of Construction and Modernization</p>
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DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the direction of the Director of Construction and Modernization, coordinates and expedites projects with district staff, outside agencies and contractors. The Project Supervisor is an integral member of the project team responsible for delivering projects of varying size and complexity. Projects are mainly capital improvement involving multiple crafts, but may also include maintenance, modification and repair projects. Project Supervisor primarily oversees work performed on active construction sites.

REPRESENTATIVE DUTIES:

- Receives and reviews requests from school and district administrators, confers on requirements, and helps determine needs.
- Performs on-site survey of work to be performed; may coordinate preparation of design documents and sketches.
- May perform minor technical work and/or assist in providing value engineered options.
- Reviews project specifications for accuracy and assists Director to create cost models based on project specifications.
- Compiles technical specifications/information for project delivery and coordinates proper implementation.
- Makes recommendations for cost and production efficiency; may confer with manufacturers, contractors, engineers, architects, public agency/utility representatives to obtain or relay information.
- Coordinates onsite construction and modernization activities with contractors, site staff, and outside agencies.
- Coordinates onsite quality control/quality assurance efforts, internal/external inspections and key agency approvals.
- Coordinates appropriate job sequence and site logistic plans for campus projects.
- Implements project schedules for inter-departmental coordination within District;
- Assists Director to manage the timely request of construction permits.
- Monitors progress of inspection and contractor project teams.
- Identifies problems and takes initiative to resolve; processes change orders; confers with appropriate inspectors, engineers, and architects.
- Maintains communication with school and district administrators in order to anticipate needs and expedites rush/emergency requests.
- Maintains accurate construction records including, but not limited to, inspection logs, contractor daily logs, project schedules, and procurement schedules.
- Prepares reports, participates in meetings, maintains meeting minutes, creates meeting agendas.
- Reviews and signs off on requests/forms/documents at project completion; coordinates project close-outs with archives and project control systems.
- Attends project meetings and assists with determination of project requirements.
- Assists Director in certification of project technical compliance, commissioning of specialty systems, CHPS and LEED certifications.
- Prepares project safety reports and checklists, and monitors onsite project contractors' compliance with DIR, OSHA, BAAQMD, and CEQA.
- Tracks progress and quality of work performed by design disciplines/trades.
- Uses project scheduling and control tools to monitor projects plans, work hours, budgets and expenditures; effectively and accurately communicates relevant project information to Director and project team.
- Ensures District needs are met in a timely and cost effective manner.
- Reviews field inspection reports from consultants throughout the lifecycle of project.

- Assists Director with letters of compliance, commissioning inspections, and contractor notices.
- Assists Director in review of contractor change orders to ensure that only fair and reasonable pricing is recommended for approval.
- Tracks and manages contractors, vendors, and project specific insurances in the database.
- Tracks and manages warranties, operations manuals, and training materials in the database.
- Prepares substantial completion certificates and ensures all required project close out documents are obtained.
- Communicates ideas for improving District processes with a positive and constructive attitude; updates Director and others identified staff about project status
- May perform, as needed, onsite light construction tasks in multiple crafts.
- Performs other related duties as assigned.

KNOWLEDGE AND ABILITIES:

- Ability to perform construction tasks independently, including use of construction tools and instruments;
- Ability to climb, crawl, and work in confined spaces, such as roofs, attics, utility closets;
- Ability to read and understand blueprints, diagrams and schematics;
- Ability to prepare rough sketches of work and estimate materials and labor;
- Knowledge of methods, materials and terminology used in construction and maintenance trades including modern high technology infrastructure;
- Knowledge of applicable regulations and codes; knowledge of principles of estimating and scheduling; knowledge of basic computer functions and operations;
- Knowledge of MS Office Suite of products;
- Familiarity with construction methods, DSA, and building codes;
- Ability to work effectively both independently and in a team based environment;
- Ability to maintain effective working relationships with the public, school personnel, staff, contractors and consultants;
- Ability to coordinate a variety of projects and multiple concurrent projects; ability to work with frequent interruptions;
- Ability to determine priorities and schedule work effectively;
- Ability to plan and direct the work of other employees.

WORKING CONDITIONS:

ENVIRONMENTAL CONDITIONS:

- Primarily outdoors at District sites during all seasons
- May include dusty and noisy environments for extended periods of time

PHYSICAL DEMANDS:

- Dexterity of hands and fingers
- Agility to climb ladders and inspect from height
- Ability to crawl in tight spaces
- Lifting, carrying, pushing, pulling as assigned or needed
- Seeing, hearing and speaking to exchange information
- Moderate to high stress level
- Daily contact with students, teachers, all school and District staff
- Occasional contact with parents, community members and outside agency personnel

HAZARDS:

- Exposure to and contact with blood and other body fluids; exposure to communicable diseases
- All body fluids shall be handled as if infectious; universal precautions policy to be consistently implemented

EDUCATION AND EXPERIENCE:

- High School diploma or equivalent is required

- Increasingly responsible experience in building trades or general construction
- A minimum of two years previous experience in general construction coordination or two years' experience in a specific construction trade or
- Two years of college level classes in construction technology or project management or certification with advanced construction tools and processes highly desired.
- Experience in the delivery of K-12, community college, and/or CSU/UC projects highly desired

LICENSES AND OTHER REQUIREMENTS:

- A valid California's Driver's License

EMPLOYMENT STANDARDS:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.